

OK-AIMH

Oklahoma Association for Infant Mental Health

OK-AIMH Endorsement Advisor Role Description

OK-AIMH Endorsement® Advisors are volunteers who are assigned to candidates to answer questions about endorsement and to assist candidates throughout the application process. Every effort will be made to match advisors with candidates who live and work within the advisors' regions or communities. **Ideally**, each advisor will work with one or two candidates at a time.

The primary responsibility for completion of the application lies with the **candidate**. However, it is the intent of the association to support each candidate throughout the process; therefore, outreach by the advisor as described below is important. The advisor does not have training or supervisory responsibilities. The role is a collegial one.

Qualifications for OK-AIMH Endorsement® Advisors:

1. Currently Endorsed by OK-AIMH at or above the level of assigned candidates.
2. Knowledgeable about the OK-AIMH Endorsement®.
3. Committed to the process and advisor role.

OK-AIMH Endorsement® Advisor Tasks:

1. **To make the initial contact** with the assigned candidate by letter, e-mail, or telephone in order to introduce yourself and welcome him/her to the OK-AIMH Endorsement® process. We ask that the first contact be made within 2 weeks of your notification of the assignment. Ask the candidate to email to you draft(s) of his/her E-form to enable you to provide good feedback (e.g., training experiences, paid work experiences, reflective supervision experiences) and suggest what areas they may need additional training or experience in.
2. **To be available to answer questions about the application process**, competencies, preparation of materials for a portfolio, fee structure, and written exam, as appropriate to the level for which the candidate is applying.
3. **To be in contact with the candidate by telephone, e-mail, or in person at least 3 times** during the application process to assist the candidate in completing in a reasonable time period (6 months). We strongly encourage you to meet with your advisees at least one time face to face.
4. **To review the candidate's portfolio with the candidate** (by email, telephone, or in person) before the candidate submits it to the Central Office. A draft of the E-form should be emailed to you by the candidate for you to review at least two weeks before it is submitted to the Central Office.
5. **To identify the candidate's strengths and any areas where the candidate may require additional specialized in-service training and/or reflective supervision related to the competencies.** If the advisor has concerns about a candidate's readiness to earn endorsement at the level at which he/she has applied, those concerns should be discussed with the candidate. Whenever possible, the use of the relationship developed between advisor and candidate can be used to support the candidate in developing a plan to address any gaps. With expressed permission from the candidate, an advisor can seek support from the Endorsement Coordinator (see contact information below) regarding how best to address concerns with a candidate.

Endorsement Coordinator:

Bonnie Bellah

405-517-9171

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